

**Program Assistant, Workforce Institute
Lincoln Land Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261769>

Downloaded On: Aug. 28, 2025 10:03pm

Posted Aug. 28, 2025, set to expire Dec. 24, 2025

Job Title Program Assistant, Workforce Institute
Department Workforce Institute
Institution Lincoln Land Community College
Springfield, Illinois

Date Posted Aug. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Full Time or Part Time: Full Time

Months Worked Per Year: 12

Hours Worked Per Week: 40

Work Schedule: Monday-Friday

Remote Work Availability: No

Job Description Summary

Kickstart Your Career — Join LLCC's Workforce Institute! The Workforce Institute (WI) at Lincoln Land Community College is hiring a Program Assistant. This position provides front-line reception, clerical, and administrative support for the Workforce Institute at Lincoln Land Community College. This role serves as the initial point of contact for prospective students and the general public, offering information and referring inquiries to appropriate programs and staff. The position also provides direct administrative support to the Truck Driver Training and Highway Construction Careers programs—including budget monitoring, purchases, and billing—and coordinates with other WI programs. This position will also cross-train with the Aviation Mechanics program.

As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 10 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. Staff can also enjoy free access to our on-campus fitness center. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on [our website](#). Come join our team and experience success at LLCC!

Starting salary is likely to be between \$38,514 and \$44,253 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.

Required Qualifications

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- High school diploma or equivalent.
- Proficiency in Microsoft Office 365 (particularly Word and Excel)
- Willingness and ability to learn new technologies.
- Demonstrated excellence in customer service, including the ability to assist a wide range of individuals in a friendly, helpful, and professional manner.
- Strong written and verbal communication skills.
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities and meet deadlines.
- Comfortable working with individuals from diverse backgrounds and experiences.

Employment is contingent upon the successful completion of a criminal background check.

Preferred Qualifications

- Two years of clerical or administrative experience, preferably in an educational or customer-facing environment.

Position Salary: Starting salary is likely to be between \$38,514 and \$44,253 per year with an excellent benefits package.

Requisition Detail Information

Open Date: 08/25/2025

Open Until Filled: Yes

Special Instructions to Applicants

This position will be open until filled; however, applications must be received on or before September 9, 2025, to be considered during the initial review window. In-person interviews for this position are anticipated to begin September 29th with an anticipated start date of October 20th.

If you have a college degree or credits, please upload copies of your transcripts to your application along with a cover letter and resume. Photocopies of transcripts are acceptable to be uploaded. Please redact (black out) any personal information such as age, gender and Social Security Number from your transcripts or other documents you intend to share with us before you upload them to your application.

If you do not have transcripts to upload at the time of submission, please mail them to the address below and instead upload a Word document as your transcripts that indicates you will have transcripts

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sent directly to us. Please contact the Human Resources office at 217-786-2752 if you have any questions.

Lincoln Land Community College
ATTN: Human Resources
P.O. Box 19256
Springfield, IL 62794

To apply, visit: <https://llcc.peopleadmin.com/postings/8842>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Workforce Institute
Lincoln Land Community College

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